

S-E-C-R-E-T

INSTRUCTION NO.
LI 30-3

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FINANCIAL ADMINISTRATION
16 September 1974

SUBJECT : Type of Funds and Billing Arrangements for Property
Procurement at Headquarters

REFERENCES: (a) [] dtd 13 Apr 64
(b) Office of Finance Handbook, subparagraphs 30c and d,
dtd 1 Mar 73

25X1

RESCISSION: LI 34-170-1 Type of Funds and Type of Checks to be Utilized
for Property Procurement at Headquarters dtd 19 Jul 60

1. PURPOSE

This instruction provides the procedures to be followed by the Office of Logistics (OL) to implement the policies contained in the references.

2. POLICY

Agency policy set forth in reference (a) requires that vouchered (overt) funds be used whenever possible, with the use of unvouchered (confidential) funds restricted to expenditures of an extraordinary or emergency nature or where security considerations prohibit the use of vouchered funds.

3. DETERMINATION OF TYPE OF FUNDS

- MPA*
- a. Requisitions requiring procurement action must be analyzed to determine whether overt or confidential funds should be used. This determination is made by all suballottees receiving Property Procurement Allotments (PPA's) for stock; e.g., OL, Office of Communications (OC), and Office of Technical Service (OTS). Supply Division (OL/SD) will perform this function for OL's PPA as well as for all procurement requisitions from customers; i.e., those not for stock.
 - b. The following factors should be considered in determining the type of funds as well as the procurement channel to be used:

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- e. If the procurement activity determines the need for a change in the type of funds designated, it should proceed as follows:
- (1) If the procurement document (purchase order, contract or MILSTRIP/FEDSTRIP order) has not yet been disseminated, make the change on the requisition and advise OL/EO/B&FB by Form 1931 (Procurement Action, Assignment, Transfer, or Cancellation) or by forwarding a copy of the requisition with the corrected fund citation.
 - (2) If the procurement document has already been disseminated, advise the following components by utilizing Form 2407 (Change Notice):

Certification and Liaison Division (C&LD), OF, if commercial source or Assistant Director of Finance for Liaison (OF/AD/L) if Government source

OL/EO/B&FB

Receiving Branch SD/OL

25X1

The requisitioning office

4. BILLING ADDRESSES

- a. Addresses to be provided vendors for forwarding billings/invoices are determined by the classification of the procurement method rather than by the type of funds used. (See subparagraph 3c(1) above for instances where procurement method and type of funds do not follow the usual pattern.) These addresses are as follows:

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- (1) For submission of billings for transactions (overt commercial and FEDSTRIP):

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Office of Finance
Central Intelligence Agency
Washington, D.C. 20505

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(3) For billings for ☐ transactions:

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To be arranged on a case basis by Procurement Division (OL/PD), consistent with cover and security. Bills are paid by OL/PD upon receipt of materiel, and an accounting is prepared and sent to OF/C&LD for reimbursement to the appropriate revolving fund. These accountings will include a copy of invoices and receiving reports.

- b. Billing addresses other than those specified above may be established by the contracting officer when such appears necessary for security purposes. Arrangements must be made to make prompt delivery of such billings to OF/AD/L (if Government source) or to OF/C&LD (if commercial source).
- c. When instructions for addressing and forwarding billings to the Agency (subparagraph 4a above) have not been incorporated in the terms of the purchase agreement (of which OF receives a copy), the contracting officer must provide a memorandum to OF/AD/L or OF/C&LD advising the pertinent details of the billing arrangements established.

5. FORWARDING DOCUMENTS TO OF

The following documents concerning procurement actions will be forwarded by OL to OF:

a. From OL/PD to OF/C&LD, with copy sent to OL/EO/B&FB:

- (1) Procurement documents (purchase orders or contracts) for ☐ and ☐ procurements. A copy of the requisition is attached to the copy of a production contract. 25X1
- (2) Through OL/EO/B&FB, the accounting for ☐ procurements, supported by the paid invoices and the corresponding receiving reports. (OL/EO/B&FB will not retain a copy; however, OL/EO/B&FB does require from OL/PD a weekly summary with estimated or actual costs for ☐ procurements for obligation purposes.) 25X1
- (3) Memoranda describing payment arrangements if not spelled out in the procurement document (subparagraph 4c above).

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- b. From OL/SD to OF/C&LD for distribution to the appropriate OF component, with copy sent to OL/EO/B&FB:
- (1) Each day, the Document Voucher Cross-Reference Register (Form 1951), listing all MILSTRIP/FEDSTRIP procurements initiated or amended. (For OF/AD/L)
 - (2) Procurement documents (letter orders or purchase orders) and receiving reports for procurements through U.S. Government sources outside the MILSTRIP/FEDSTRIP system. (For OF/AD/L)
 - (3) Through OL/EO/B&FB, accountings with attached purchase orders for payments made by GSA for commercial items procured through GSA (no copy retained by OL/EO/B&FB). (For OF/AD/L)
 - (4) Receiving reports for all [redacted] commercial and industrial procurements, (OL/EO/B&FB does not require a copy of receiving reports for [redacted] materiel, except when discrepancies occur). (For OF/C&LD) ^{25X1}
 - (5) Copy of requisition and shipping documents (outbound from OL/SD depot) for accommodation procurements and reimbursable sales to other U.S. Government agencies. (For Accounts and Analysis Division, OF) ^{25X1}

[redacted]
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CONCURRENCE:

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Oct 22, 1974
Date

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